

Constitution and Bylaws
Of
BIG PINE LAKE LAKESHORE PROPERTY OWNERS' ASSOCIATION
HAZELTON TOWNSHIP, AITKIN COUNTY, MN
(AS AMENDED & RE-ISSUED, JULY 2025)

ARTICLE I. NAME

This organization will be known as Big Pine Lake Lakeshore Property Owners' Association

ARTICLE II. PURPOSE

- A.** The purpose of this corporation is to care for, preserve, and the betterment of Big Pine Lake and its lakeshore properties.
- B.** We commit to supporting and working toward the following goals:
1. Collaborating to address issues such as algae buildup, pollution, water levels, fish stocking, vandalism, property protection, zoning, and fair tax distribution.
 2. Fostering community and building connections through social and educational activities.
 3. Promoting sustainable fishing by encouraging "catch and release" or "take only what you eat" practices.
 4. Encouraging civic responsibility through group projects that enhance Big Pine Lake.
 5. Supporting the development and implementation of effective policies and practices to conserve, restore, protect, and responsibly manage the lake's natural resources.
- C.** To further its mission, the Association may join and contribute dues to larger organizations with similar purposes.

ARTICLE III. COMPENSATION

This organization shall not provide financial gain to its members. All work is voluntary and charitable unless the Board of Directors specifically authorizes expenses or compensation in advance.

ARTICLE IV. MEMBERSHIP MEETINGS

- A. PLACE** Pine Lake Chapel, unless otherwise designated by Board of Directors
- B. FREQUENCY**
1. One General Membership meeting, normally in July.
 2. Special Membership Meetings may be called by the President or the Board of Directors, but only if agreed upon by the majority of the board and for a specifically defined purpose.
- C. NOTICE** Written notice of membership meetings, including Special meetings, shall be sent to members at their last known contact at least 14 days prior to meeting. Notice will include date, time, and location, Notices will also include purpose for special meetings.
- D. QUORUM** a total of 10% of members entitled to vote in person, or by proxy, constitute a quorum for transactions of corporation business.

ARTICLE V. MEMBERSHIP

VOTING membership is limited to Big Pine Lake Property owners who have paid their dues. NON-Voting memberships are available, for dues equal to those of voting members, but only to residents owning property near the lake and whose property is adjacent to the lake. NON-VOTING members shall not be board members.

ARTICLE IV. DUES

Dues shall be set by the board and paid to the Treasurer.

1. Dues statements shall be sent prior to the Annual General Membership meeting to each member who has not paid the dues for the year.
2. When a member's dues become at least one year in arrears, and he/she has failed to respond to two reminders, his/her member shall be terminated.
3. The funds of the organization shall be used for defraying the necessary expenses of the Association, and for promoting the purposes and programs adopted by the Association.
4. Special donations can be requested for specific projects by a majority vote of the General Membership present at a meeting, of which all members have been notified.

ARTICLE VII. VOTING

Voting rights of the lake shore property owners are as follows.

1. A property owner will be allowed only one vote with the purchase of a membership, regardless of how little or how much property he/she owns; HOWEVER, an owner of distinct, legally recorded Parcels, who has paid membership dues on each such parcel is entitled to a number of votes equal to the number of individual memberships he/she has paid on each such parcel

2. A Proxy vote from a member is recognized if presented to the Board prior to the meeting, and only for that specifically identified General Membership meeting. It must be verified against the Treasurer’s records to make certain his/her membership is up to date, and that he/she is entitled to vote on the matters in question, which matters must be clearly identified in Proxy
3. The Board of Directors reserves the right to review written or verbal requests which may necessitate changes in the voting privileges. The discussion of the Board will be final.

Article VIII. OFFICERS AND BOARD OF DIRECTORS

- A. The property and the business of this association shall be managed by its Board of Directors.
 1. The position on the Board of Directors is voluntary.
 2. Board members shall be appointed by the existing Board.
 3. The Board of Directors will consist of a maximum of 12 members
- B. Officers will be elected by the Board for the upcoming year during the September board meeting
 1. Officer terms shall be two years.
- C. Officers of this association shall be:

1. President	3. Secretary
2. Vice President	4. Treasurer
- D. Meetings of the Board of Directors:
 1. REGULAR MEETINGS: The Board meetings shall be held three (3) times per year: May, July and September
 2. SPECIAL MEETINGS of the Board may be called by the President at any time, and, shall be called whenever requested to do so by any member of the board. Notice of special meetings may be sent to each Director at least five days prior to the meeting. A special meeting may be called without notice to the Directors if a full Board convenes and all agree to the holding of the meeting at such a time and place and waive all rights of notice.
 3. QUORUM. A majority of the Directors shall be necessary and sufficient to constitute a quorum, the transaction of business and the act of a majority of the Directors present at any meeting at which there is a quorum shall be an act of the Board of Directors.

ARTICLE IX. DUTIES OF DIRECTORS AND OFFICERS

- A. DIRECTORS:
 1. Shall attend General Membership and Board of Director meetings
 2. Shall carry out General Membership approved motions
 3. Shall attempt to make personal calls on newcomers and non-members
 4. Shall send out notices of meetings, both general and special.

B. OFFICERS:

PRESIDENT

1. 2 year term alternates with the Vice President
2. Shall preside over General Membership and Board of Director meetings
3. Shall assure functions and actions of the association are carried out promptly
4. Shall call Special meetings when requested to do so or deems necessary
5. Shall be an ex-officio member of all committees
6. Shall have their signature on the association bank accounts with the treasurer
7. Shall act as liaison (or appoint a Board member) for the Association to the Hazelton Township Board
8. Shall appoint a nomination committee for the following year
9. Shall appoint two members to audit accounts annually

VICE PRESIDENT

1. Shall assist the president in their duties
2. Shall preside at meetings when the President is absent
3. Shall assume the presidency if the president does not complete their term
4. 2 year term alternates with the President

SECRETARY

1. Shall record minutes at General membership and Board of Director meetings
2. With the help of the Board of Directors, shall keep a current list of contact information for lakeshore property owners
3. Shall answer communications
4. Shall provide the minutes of the previous meeting at the General Membership and Board of Director meetings for approval
5. Shall record attendance of meetings
6. Shall keep track of votes

TREASURER

1. Shall keep a full and accurate account of all receipts and disbursements in the books of the Association
2. Shall deposit all money
3. Shall pay all bills as directed by the Board of Directors
4. Shall provide financial reports at the General Membership and Board of Director meetings
5. Shall send dues statements to those who have not paid by the fall Board Meeting
6. Shall work with two Board members appointed by the president to certify the annual balances

ARTICLE X. RULES

- A. **INSPECTION OF BOOKS:** Members shall be permitted to inspect the books of the corporation at any reasonable time
- B. **THE FISCAL YEAR** shall run August 1st through July 31st of the following year
- C. **REMOVAL FROM OFFICE:** A Director or Officer may be removed from the office for not carrying out their duties or abusing their office privileges. An action of removal will be initiated by a majority vote of the Board of Directors.
- D. **VACANCIES:** If the office of any Director or Officer becomes vacant, the remaining Directors, by a majority vote, may choose a successor who shall hold office for the unexpired term.
- E. **AMENDMENTS TO THE BYLAWS:** These Bylaws may be amended by a two-thirds (67%) majority vote of the Board of Directors at any regular or special meeting of the board to which all Board members were invited- i.e.-by two thirds of the Board members, not two thirds of the Board members present at a meeting.

THE ABOVE VERSION OF THE BYLAWS WAS APPROVED BY A MAJORITY OF THE BOARD OF DIRECTORS AT A REGULAR MEETING OF THE BOARD ON MAY 31ST, 2025.